

Position Title: Standard Product Sales Engineer			Department: Engineering			Reports To: Director of Standard Products and Development		
Level: Entry			FLSA Status: Salary Non-Exempt			Supervisory Requirements: None		
<p>Position Summary: The Standard Product Sales Engineer will be responsible for working with engineering and sales to build, maintain, and provide sales information, recommendations, and pricing across our growing lines of manufactured standard products. This will include work in a range of fluid process and handling applications. This role will also assist with streamlining the price maintenance, quoting, ordering, and production processes for standard product lines to maximize the customer experience and reduce lead times.</p>								
Essential Functions:								
<ul style="list-style-type: none"> • Review, update, and work with our engineering team to create parts lists and bills of material for manufacturing standard products. • Gathers and compiles data to estimate costs, such as materials, labor, and equipment to provide sales quotations to our customers. • Maintain email correspondence with internal and external stakeholders. • Support customer inquiries by fielding calls while being a source of information and a problem-solver to customers. • Prioritize and multitask during high volume periods and maintain customer patience. • Continuously communicate with the team to resolve customer needs and proactively manage workload. • Propose competitive and final purchase pricing to customers. • Utilize CRM/ERP software to track all technical work and communications. 								
Knowledge & Skills:								
<ul style="list-style-type: none"> • Problem-solving • Excellent attention to detail • Logical thinking • Multi-tasking • Time management • Presentation skills • Excellent written and verbal communication • Self-starter • Team-oriented • Strong public relations skillset • Desire and aptitude to grow skillset and increase knowledge 								
Minimum Qualifications:								
<ul style="list-style-type: none"> • Degree in Engineering from an accredited institution or comparable experience. (preferred but not required) • 0-3 years of experience involving sales/design/estimating and customer support. • Ability to read and interpret technical bid documents and requirements accurately. • Familiarity with fluid processes, pumps, and instrumentation preferred. • Familiarity or understanding of engineering software systems. • Adept in engineering problem solving. 								
Physical Requirements:								
<ul style="list-style-type: none"> • Must be able to lift 10 lbs. unaided. • Must be able to sit for long periods of time. • Must be able to type, bend, and reach. • Must be able to travel 10% of the time. 								

Environment:

- Typical professional, office setting.
- Exposure to industrial conditions when visiting customers and touring their facilities.
- Routinely use standard office equipment including phones, computer, copiers, printers, etc.
- Must contribute to a positive work environment.

All duties and responsibilities are essential job functions and requirements of this position. These are subject to possible modifications to reasonably accommodate individuals with disabilities. To perform this job successfully, the team member(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels of knowledge, skill, and abilities for this position. This in no way states or implies that these are the only job duties to be performed by the team member(s). Team member(s) will be required to follow any other job-related assignments, instructions and duties instructed by authorized personnel.

This document does not create an employment contract, implied or otherwise other than an "at will" relationship.

Employee Signature: _____

Employee Name (Printed) _____ Date _____

Manager Signature: _____

Manager Name _____ Date _____